

## Frequently Asked Questions

---

---

### *Application formatting*

---

---

### *Endowment*

---

---

### *Electronic Field Reading*

---

---

### *Key Personnel*

---

---

### *Indirect Costs*

---

---

### *Determining Hispanic Student Enrollment*

## **Application formatting**

Q. What are the page limits?

### **A. Individual Development Grant**

100 pages

including - narrative, ED forms, and budget pages

everything except a cover page and a two page abstract

*plus*

2 appendices

one for key personnel resumes (1 page each)

one of your choice up to 5 pages long

### **Cooperative Development Grant**

140 pages

including - narrative, ED forms, and budget pages

everything except a cover page and a two page abstract

*plus*

3 appendices

one for key personnel resumes (1 page each)

one for partner letters of commitment (1 page each)

one of your choice up to 10 pages long

Q. How do I format the pages?

A. The narrative sections must be double spaced using 12 pt. font. The page margins must be set to 1" top, bottom, right and left.

Q. Can we insert tables and graphics in the application?

A. Yes. You **can** single space these tables or graphics and you **can** use smaller than 12pt font in the tables or graphics. These **will** count against your page limits.

Q. Can we put the header (institution's name) and footer (page number) outside the 1" margin?

A. Yes you can.

## **Endowment**

Q. What is the matching requirement?

A. One non-Federal dollar for every one Federal dollar for grant that start later than 10/1/99.

Q. By what date must you raise the matching funds?

A. You must simply raise your matching funds BEFORE you draw down the Federal funds. In other words, you may draw it down anytime during the five-year grant period but you must FIRST raise your non-Federal matching funds.

Q. May you make changes to the endowment line item of your budget?

A. Yes. You must follow the Education Department General Administrative Regulations (EDGAR 74.25) and any other pertinent rules in doing so. Thus, while you may increase or decrease the amount or change the year in which you are to use the monies for endowment investing, you must get prior approval from the Program Office if it changes the scope or objectives of your project.

Q. May you use monies for endowment investing even though you never had projected to do so in your original project budget.

A. Yes. However, if you decide to use funds for endowment, the rest of your project may suffer and the scope or objectives may be changed. In this case you would have to get prior approval from the Program Office for the change. You would also be required to submit a signed Endowment assurance form.

Q. What may you NOT use in matching Federal monies?

A. You may not use pledges, deferred gifts, Federal funds, borrowed funds, or endowment/quasi-endowment monies that existed at your institution before or on the start date for of your grant.

Q. For how long must you invest the Federal and matching funds?

A. For a period of 20 years from the start of your grant project.

Q. What about the interest income (appreciation, interest and dividends)?

A. During the 20 years you can spend up to half the interest earned on both the matching and Title V funds. There are no restrictions by the Title V Program on what these funds can be used for, including costs such as institutional operating costs and costs of administering and managing the endowment fund.

Q. When may you draw down your Federal funds for endowment investing?

A. As soon as you raise the required matching funds.

Q. In investing both the Federal and matching funds, what is the most important principle to follow?

A. DIVERSIFY. Diversify your monies among stocks, bonds and other investment vehicles. And diversify WITHIN those groups of investment vehicles.

Q. When do you report on your endowment fundraising and investing?

A. Do so in your annual performance report which is due in the Spring of each of the project's first four budget periods and in your final performance report which is due between within 90 days after the termination of your grant.

Q. What are the most important sections in the old Endowment Challenge Grant regulations that still pertain to grantees that wish to use a portion of project monies for endowment investing?

A. The pertinent sections are 628.3, 628.6, 628.10 and 628.41 through 628.47 of the old Endowment Challenge Grant regulations.

## **Electronic Field Reading**

Q. How will readers be trained this year?

A. Readers will come to Washington DC for a two day training on the selection criteria and the website for entering their comments remotely.

## **Key Personnel**

Q. Will the job descriptions be counted in the page limits?

A. Yes. The job descriptions are part of your narrative since there are specific points related to them in the selection criteria. You can reference the 1 page resumes in the appendix. The resumes are included only if you have already identified your key personnel, the readers will use the job description to evaluate your application.

## **Indirect Costs**

Q. Can Title V money be used for indirect costs?

A. No. Title V money can not be used for indirect costs.

## **Determining Hispanic Student Enrollment**

Q. Are international students counted?

A. International students are not counted unless they have permanent resident status.

---